



California Emergency Management Agency
Public Safety and Victim Services Programs
3650 SCHRIEVER AVENUE
MATHER, CALIFORNIA 95655
(916) 324-9200



February 24, 2010

Kate Kain
Deputy Executive Director
Marin Abused Women's Services
734 A Street
San Rafael, CA 94901

SUBJECT: Performance Assessment Report
GRANT #: DV09241181 & DR09011181
RECIPIENT NAME: Marin Abused Women's Services

Dear Ms. Kain:

Thank you again for your time on February 22, 2010, when I conducted a Performance Assessment of the Domestic Violence Assistance (DV) Program grant for your agency. Attached please find a copy of the Performance Assessment including the Domestic Violence Recovery Act (DR) Addendum.

During the site visit, we discussed Cal EMA's requirements for the project, the goals and objectives of the program, the project's source documentation, and the reporting requirements. As a result of the visit, I have identified areas which need corrective action. Each finding is listed below, as well as the corrective action necessary for compliance and due date by which the corrective action must be completed.

California Environmental Quality Act (CEQA)

Finding: A current CEQA was not on file.

Citation: Recipient Handbook Section 2153 requires all Cal EMA funded projects to certify compliance with CEQA....A copy of the CEQA compliance memo or other certification must be completed once during the project's grant award cycle. The original copy must be retained on file for review during site and monitoring visits by OES staff.

Corrective Action: The project must obtain a current CEQA and submit a copy to Cal EMA by (April 26, 2010). Please try contacting your county or city planning office to obtain this document.

Operational Agreements

Finding: The program is missing an Operational Agreement with “Image for Success” which your project sometimes refers clients to for professional clothing.

Citation: Request for Application (RFA), FY 09/10, Operational Agreements, requires that Original Operational Agreements with agencies in the following disciplines must be on file at the project by July 1, 2009 and be available for review upon a Site or Monitoring visit.

Corrective Action: See the Recipient Handbook Section 4300, Elements of an Operational Agreement (OA), for the components that must be included in the Operational Agreement. The project must obtain an OA with “Image for Success “and provide Cal EMA with a copy by (April 26, 2010).

As for the other documentation that you were required to provide at the time of the site visit, I will be placing copies in your DV09/10 file and your master file at Cal EMA headquarters. Please keep in mind that you will be required to provide all requested documents again for future site visits but these are good for three years.

Enclosed is a copy of the completed Site Visit Checklist Form for your review. Please sign the cover page and return a copy of the page to me by **Tuesday, June 1, 2010 or sooner** as confirmation of receipt.

Thank you again for your hospitality during this visit. If you have any questions regarding the site visit please contact me at 916.324.9222 or Joimeiko.Coulbourn@calema.ca.gov.

Joimeiko Coulbourn
Criminal Justice Specialist
Domestic Violence Section

Enclosures

c: Cal EMA R&R Logistics